



**Policy:** 4650  
**Procedure:** 4650.01  
**Chapter:** Work Program  
**Rule:** Community Work to Meet  
Restitution/Monetary  
Assessments

**Effective:**  
**Replaces:** 4339  
**Dated:** 06/01/99

**Purpose:**

Arizona Department of Juvenile Corrections (ADJC) juveniles on conditional liberty and on deferred revocation status who are ordered to pay restitution or monetary assessments but are financially unable to pay, or unable to be employed to earn money to pay restitution or monetary assessments, shall be permitted to complete community service when the Director, or designee, determines that such substitution is in the best interest of the juvenile and the community.

**Rules:**

1. **ADJC PAROLE CASE MANAGEMENT PERSONNEL** shall:
  - a. Evaluate all prospective community agencies that are willing to accept community service work from ADJC juveniles;
  - b. Approve community service work only with an approved non-profit agency or municipal entity for any juvenile on conditional liberty.
2. **PAROLE OFFICERS** shall review the juveniles on his/her caseload to determine eligibility and capability to fulfill the juveniles' restitution/monetary assessment obligation through community service.
3. **PAROLE OFFICERS** seeking to refer a juvenile shall:
  - a. Complete Form 4650.01A Community Service Work Screening and Referral; and
  - b. Fax the completed form to the Parole Case Management Administrator for approval:
    - i. **COMMUNITY CORRECTIONS PERSONNEL** shall then fax a copy of the signed form to the ADJC Work Program Specialist prior to the juvenile reporting for community service.
4. **ADJC PAROLE CASE MANAGEMENT ADMINISTRATOR, OR DESIGNEE** shall only approve a juvenile for community service work after:
  - a. Form 4650.01A Community Service Screening and Referral has been signed; and
  - b. The receiving agency has an appropriate service program for the juveniles.
5. The **ADJC WORK PROGRAM SPECIALIST** shall then:
  - a. Input the daily community service hours worked by each juvenile into the Windows database;
  - b. Forward by email the Daily Report to each Parole Officer, his/her Parole Supervisor, and the Parole Case Management Administrator;
  - c. Generate a Monthly Activity Report from the database at the end of each month with the totaled hours each juvenile worked; and
  - d. Forward by email a copy of the Monthly Activity Report to the Community Corrections Division Director and the Restorative Justice Administrator.

**Signature Date**

2-19-08

**Approved by Process Owner**

Art Wilkerson  
Art Wilkerson, Director of Community Corrections  
Division

**Effective Date**

2/20/08

**Approved by**

Michael D. Branham  
Michael D. Branham, Director

JANET NAPOLITANO  
Governor



MICHAEL D. BRANHAM  
Director

**DIRECTOR'S POLICIES AND PROCEDURES  
REVIEW CHECK LIST**

Document ID: 4650, 4650.01, .01A, and .02  
Dina Adornetto 02/19/08

	Check all appropriate Items	Comments
<input type="checkbox"/>	New Policy <input type="checkbox"/> New Procedure	
<input checked="" type="checkbox"/>	Updated Policy <input checked="" type="checkbox"/> Updated Procedure	
<input checked="" type="checkbox"/>	Process Owner approved	
<input checked="" type="checkbox"/>	Notification of changes to Staff; NO training of staff recommended	
<input type="checkbox"/>	Notification of changes to Staff; Training of staff recommended	

	Comments
<input checked="" type="checkbox"/>  Michael Branham, Director Date: 2/20/08	
<input checked="" type="checkbox"/>  Kellie M. Warren, Psy.D, Deputy Director Date: 2/20/2008	
<input checked="" type="checkbox"/>  Art Wilkerson, Director Community Corrections Division Date: 2-19-08	
<input checked="" type="checkbox"/>  Marie Dils, Policy Administrator Date: 2-19-08	